



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT REPLACEMENT OF LOST/STOLEN IDENTIFICATION (I.D.) BADGES	POLICY NO. 609.4	EFFECTIVE DATE 08/01/96	PAGE Page 1 of 1
APPROVED BY: original signed by: ARETA CROWELL Director	SUPERSEDES N/A	ORIGINAL ISSUE DATE 08/01/96	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide policy and guidelines for the replacement of lost, stolen or damaged Identification (I.D.) badges in the Department of Mental Health (DMH).

POLICY

- 2.1 The DMH Human Resources Bureau will replace an I.D. badge after receiving written notification by the employee and the employee's supervisor that the badge has been stolen, and upon payment of a \$6 replacement fee if the badge has been lost or damaged.

PROCEDURE

3.1 Employee Responsibilities

- 3.1.1 An employee who has lost his/her I.D. badge, or the badge was stolen, must immediately notify his/her supervisor in writing.
- 3.1.2 The employee must contact the Human Resources Bureau to obtain an appointment to obtain a replacement badge.
- 3.1.3 The employee will present written documentation of a stolen I.D. badge. If no documentation is available, the employee will pay a \$6 replacement fee.

3.2 Human Resources Bureau Responsibilities

- 3.2.1 The collection of the \$6 fee for a damaged or lost badge will be handled by the Human Resources Bureau.
- 3.2.2 When an employee appears at the Human Resources Bureau for an I.D. badge replacement, the employee will be issued a receipt and a replacement I.D. badge.

AUTHORITY

Personnel Administration Handbook
Los Angeles County Code; Chapter 5.64; Sections 5.64.190, 5.64.330, and 5.64.340